

General Instructions

Please read these instructions carefully.

- To be considered an applicant to Metis Consulting Group, you must complete all parts of this application and sign the Applicant Statement. Incomplete applications will not be considered. Please use additional sheets of paper if necessary to provide all the requested information. You are encouraged to attach a resume; however, this application must still be completed.
- If you need help filling out this application, or for any phase of the employment process, please notify the person that gave you this form, and every reasonable effort will be made to accommodate your needs.

All qualified applicants will receive consideration without regard to race, color, creed, religion, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other basis upon which discrimination is prohibited by municipal, state, or federal law.

Personal Information

Last Name		First Name		Middle Name	
Phone (Home)	Phone (Work)		Phone (cell/other)	Email Address	
Current Address - Street/Apt #			City	State	Zip Code
If hired can you prove that you are eligible for permanent employment in the United States without seeking employer sponsorship? <input type="checkbox"/> No <input type="checkbox"/> Yes			Are you over the age of 18 years? (If no you may be required to provide authorization to work.) <input type="checkbox"/> No <input type="checkbox"/> Yes		
Is there any information we would need about your name for us to be able to check your work record? If yes, explain: <input type="checkbox"/> No <input type="checkbox"/> Yes			Have you ever been <u>convicted</u> of a crime? If yes, explain. <input type="checkbox"/> No <input type="checkbox"/> Yes		

Position Information

Position desired:	Are you willing to travel or relocate to the greater Syracuse area to work on-site for this position if necessary? <input type="checkbox"/> No <input type="checkbox"/> Yes
Are you available for (check all that apply): <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Consulting <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends	When would you be able to start work?
What made you apply at Metis Consulting Group? <input type="checkbox"/> Employment Ad <input type="checkbox"/> Current Employee <input type="checkbox"/> Former Employee <input type="checkbox"/> Employment Agency <input type="checkbox"/> School or College <input type="checkbox"/> Walk-in/self <input type="checkbox"/> Other If referred by person, list name: _____	Minimum acceptable starting wage: \$_____ per _____ (hour, week, year.)

Employment History

Begin with your current or most recent position. Although a resume may be attached, please complete this section to the best of your ability. If you have had additional employers, please attach another page containing the same information requested below.

1. Name of Employer		Location (Address, City, State, Zip)		Phone	
Date Started	Starting Position Title		Ending/Current Position Title		Supervisor Name & Title
Date Left	Reason for Leaving				
Responsibilities:				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:	

2. Name of Employer		Location (Address, City, State, Zip)		Phone	
Date Started	Starting Position Title		Ending/Current Position Title		Supervisor Name & Title
Date Left	Reason for Leaving				
Responsibilities:				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:	

3. Name of Employer		Location (Address, City, State, Zip)		Phone	
Date Started	Starting Position Title		Ending/Current Position Title		Supervisor Name & Title
Date Left	Reason for Leaving				
Responsibilities:				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:	

4. Name of Employer		Location (Address, City, State, Zip)		Phone	
Date Started	Starting Position Title		Ending/Current Position Title		Supervisor Name & Title
Date Left	Reason for Leaving				
Responsibilities:				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:	

Other History

Have you ever been fired from a position or otherwise asked to resign? No Yes If yes, please explain:

Please describe any military service you had, including dates:

Education

	School Name & Location	Degree/Certificate Earned	Course of Study
Business/Trade/Technical		<input type="checkbox"/> None <input type="checkbox"/> List:	
College		<input type="checkbox"/> None <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor	
Graduate Studies		<input type="checkbox"/> Master <input type="checkbox"/> Other (explain)	
Professional Certificate		<input type="checkbox"/> List:	

Training

Please describe any training you have had that would be relevant to the job for which you are applying:

Special Skills

Please list any skills or accreditations you possess that are not reflected elsewhere in this application (certifications, specific technical skills/programming languages, software, etc.)

Additional Information

Please tell us anything else that may help us with our hiring decision:

References

Give name, address & telephone of **three** professional references.

Name	Address	Phone
1.		
2.		
3.		

Applicant Statement

I certify that the answers given herein are true and complete to the best of my knowledge. I realize that any misrepresentation in the information submitted or any intentional withholding of essential information called for in this form may result in my immediate dismissal.

I understand that the filing of this application with Metis Consulting Group is a preliminary step to employment. It does not obligate the Company to offer employment, or the applicant to accept employment. An offer of employment, if made, is contingent upon receiving satisfactory background and reference checks as authorized by this statement and any other attachments. I understand that if I receive a contingent offer of employment and I accept the position, I may be required to complete additional information necessary for record keeping requirements.

I authorize Metis Consulting Group to check all references from current and previous employers and other references that may be relevant to my employment or my ability to perform the job for which I have applied. I authorize Metis Consulting Group and/or its agents to verify any of the information furnished in this application and other background information deemed appropriate by the Company.

By signing this application, I authorize all persons, schools, companies, law enforcement authorities, and agencies to release any information concerning my background that may be relevant to evaluation of this employment application and I hereby release any such persons, schools, companies, law enforcement authorities, and agencies from any liability for damages whatsoever for issuing this information to the Company or its agents. Metis Consulting Group will keep all such information confidential except where such information is required to be released by law, order of a court or other authority, or by any contractual agreement.

I understand and hereby acknowledge that any employment relationship with Metis Consulting Group is at will, which means that, if I am hired, my employment with the Company is not for a fixed period of time and that I may resign at any time and Metis Consulting Group may terminate my employment and compensation at any time. I further agree that this at will employment relationship may not be changed by any written document or by conduct of any Metis Consulting Group employee or official.

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Applicant Signature

Date

Thank you for completing this application for employment with Metis Consulting Group – we appreciate your interest in us.